



## 2018 Saints Arts Grants

**The Saints: *Volunteers for the Performing Arts* invite you to review the 2018 Saints Arts Grants application process.**

Welcome performing arts organizations and supporters!

The Saints have been serving as volunteers for the performing arts for nearly 40 years. Our more than 2200 members attend to well over two hundred fifty Chicago and suburban theater, dance and music organizations, ranging in size from storefronts to world-class theaters, from seasonal musical groups to traveling dance companies. We encourage participation in the arts through every medium, in every community, showcasing the rich diversity of the Chicago area and beyond.

The Saints Arts Grants Program was established to recognize, honor and support the performing arts in Chicagoland. Our grants programs continue to reinforce our dedication to the cultural vibrancy of the performing arts by affording access to necessary funding. Through the years, we have granted more than \$900,000 to assist in the archiving, amplifying, costuming, repairing, scoring, shedding light on and providing greater accessibility for performers and patrons.

The Saints organization is in the midst of transition to upgrade the digital process we use to communicate and coordinate ushers and other services for performing arts venues. This and other factors will limit our 2018-19 Grants budget to a maximum award of \$5,000 per grantee. We will make every effort to consider all submitted applications but will be greatly restricted on what projects get funded this cycle. Please carefully consider your proposals prior to submission.

That being said, feel free to give us your best project ideas.

The Saints Grants Commission



## 2018 Guidelines for the Saints Arts Grant Application

Applications open March 16, 2018 through April 16, 2018  
For projects funded from June 1, 2018 through May 31, 2019

The Saints organization awards grants to assist performing arts organizations in Metro Chicago.  
Use of Saints services is not necessary for consideration

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### CRITERIA FOR CONSIDERATION

- For specific projects implemented between June 1, 2018 through May 31, 2019
- Budget requests up to \$5000 or partial funding of projects more than \$5000
- Support of artistic development or production-related costs including, but not limited to:
  - ◊ Commissioning or licensing works
  - ◊ Unique costumes, make up, props or puppetry
  - ◊ Community engagement and enrichment projects
  - ◊ Improvements to applicant-owned equipment or premises
  - ◊ Computer/technical items, such as, sound or lighting needs
  - ◊ Showcasing the talents of diverse or culturally specific artists, or artists with disabilities
- Organization must have been established for a minimum of two years
- Organization must be an incorporated 501(c)(3) public charity
- Limit of one application per organization

### NOT FUNDED

- Administrative or operational costs including rent, marketing and fundraising
  - School-related/educational outreach programs & groups that are legally, financially, or operationally part of a larger institution, e.g. the art department of a college.
  - We do not make grants through fiscal sponsors or agents
  - Artist salaries and stipends
  - Travel, housing and/or *per diem*
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### COMPLETED ONLINE APPLICATIONS MUST INCLUDE ALL THE FOLLOWING LEGAL & FINANCIAL DOCUMENTS:

- Budget for proposed project
- 2016 or 2017 filed IRS Form 990 Organization Exempt from Income Tax
- Organization's board-approved budget for current fiscal year including approval date
- Organization's board-approved profit & loss statement for last completed fiscal year w/approval date
- Financial statement for current fiscal year, including revenues through February 28, 2018 or later
- State Certificate of Good Standing — Dated **AFTER** April 1, 2017
- U.S Internal Revenue Service (IRS) Employer Identification Number (EIN)  
(State tax exemption form **DOES NOT** fulfill this requirement)

### PRESCRIBED NAMING SCHEME FOR ALL PDF DOCUMENTS UPLOADED MUST USE THE FOLLOWING:

**YOUR ORGANIZATION NAME** followed by **SHORT FORM NAME OF DOCUMENT**. See examples:

- YOUR\_ORG\_NAME Project Budget
- YOUR\_ORG\_NAME 990
- YOUR\_ORG\_NAME Complete Year Financial Statement
- YOUR\_ORG\_NAME Current Fiscal Year Financial Statement
- YOUR\_ORG\_NAME Good Stand

**APPLICANTS MUST SUBMIT AN ONLINE GRANT APPLICATION**

[SAINTS ARTS GRANTS](#)

Applications will be accepted between March 16, 2018 and April 16, 2018.  
Grant recipients will be notified by May 15, 2018. Awards will be presented at a Saints celebration in June.  
To download a PDF copy of full application for advance viewing [Click Here](#).

[www.saintschicago.org](http://www.saintschicago.org)



## Frequently Asked Questions

Each year The Saints: *Volunteers for the Performing Arts* receive many grant proposals. Our requirements help us compare proposals fairly and efficiently. These Frequently Asked Questions provide answers to many of the questions we receive each year.

### APPLICATION

**Q. What organizations are eligible to receive a grant?**

A. The Saints grants process is open to performing arts organizations in metro Chicago that have been 501(c)(3) for at least two years.

**Q. How do we submit the grant application?**

A. All grant applications must be submitted online.

**Q. Can our organization submit more than one application?**

A. No. Only one application per organization allowed. **Additional applications will cause all your applications to be disqualified.**

**Q. Why are there word limits in the application?**

A. To fairly evaluate the many applications for funding that we receive, we place limits on the amount of text.

**Q. Can we send/submit additional materials?**

A. No. Please submit only the requested information. Supplementary materials do not enhance and **will disqualify your application.**

**Q. What file format will be accepted for attachments?**

A. Adobe PDF.

**Q. Are there any rules about how to name our files?**

A. Yes. There is a prescribed naming convention outlined in the guidelines. **Failure to follow the requested naming scheme will disqualify your application.**

**Q. What is the deadline for the application?**

A. The online system automatically provides a date/time stamp. Your submission must show a date/time stamp for no later than 11:59 pm Tuesday, April 16, 2018.

**Q. We're having computer problems. Can we complete a paper application and bring it to your office to apply?**

A. No. Only online submissions will be accepted. Please plan accordingly and don't wait until the last moment.

**Q. How do we know that our application has been received?**

A. When your online application is submitted, you will receive a final screen indicating that it has been received. An automated message from the Saints is sent to the email address associated with the field for contact person. If you do not receive a confirmation message, immediately contact: [grants@saintschicago.org](mailto:grants@saintschicago.org).

## The Saints: 2018 Grants Program F.A.Q. (cont.)

### FINANCIALS AND DOCUMENTATION

**Q. Why are some applications eliminated in the first round?**

**A.** Applications with incomplete, incorrect or missing documents are eliminated in the first round. Please verify that the proper documentation has been submitted. For example:

- Ensure that all documents use the prescribed naming scheme
- Do not upload the same document for two different categories
- Make sure your State Certificate of Good Standing is current
- Provide your (IRS) Employer Identification Number (EIN) not state tax exemption number

**Q. The application requires an IRS Form 990; however, we do not file a true 990. We file an electronic 990-N. Is that acceptable to The Saints?**

**A.** Yes. All forms of 990s are acceptable: 990, 990EZ or 990-N

**Q. How do we know what year the IRS 990 form represents?**

**A.** The year the IRS form represents can be found in the box in the upper right hand corner of the 990 form.

**Q. We have a tax letter from the State of Illinois. Can we send that to verify our tax exemption status?**

**A.** No. Exemption from state taxes is NOT the same as federally approved 501(c)(3) status. Your (IRS) Employer Identification Number (EIN) is required. Clue: It's on your IRS 990.

**Q. What must be included in our organization's last completed year-end fiscal year financial statement?**

**A.** Your organization's last completed fiscal year's financial statement should include the original revenue and expense projections AND the final revenue and expenses. Show the date this was approved by your Board of Directors.

**Q. What do we need to include in a financial statement for our current fiscal year?**

**A.** A financial statement for your current fiscal year should include projected revenues, expenses AND include collected revenues through February 28, 2018 or later.

**Q. Do we have to supply a new State of Illinois Certificate of Good Standing?**

**A.** No. We will accept a screenshot provided your Certificate of Good Standing is up to date.

<http://www.ilsos.gov/corporatellc/>

**More Questions? Contact [Grants@SaintsChicago.org](mailto:Grants@SaintsChicago.org)**

**Feel free to contact us at any time during the application process. We'll do our best to assist you. We look forward to reading the well-crafted proposals for the funding of your creative endeavors.**

**The Saints Grants Commission**

[www.saintschicago.org](http://www.saintschicago.org)



## 2018 Saints Grant Application Checklist

- We have read the 2018 Guidelines for the Saints Grant Application
- Our project will be implemented between June 1, 2018 and May 31, 2019
- Our 501(c)(3) organization has been established for a minimum of two years
- Mission statement (50 words or less)
- Project name
- Project description (300 words or less)
- Project budget
- Summary of how you will use Saints grant funds (50 words or less)
- If requesting partial project amount, how will you obtain balance needed to complete project (100 words or less)
- 2016 or 2017 filed IRS Form 990 (most recent). Not Form AG990-IL
- Organization last completed fiscal year's financial statement (with board approved date)
- Recent financial statement for current fiscal year through February 28, 2018 or later (with board approved date)
- State Certificate of Good Standing dated after April 1, 2017 (screenshot accepted)
- Employee Identification Number (EIN) - not state tax exemption number
- Fill in all required Saints Grant Application fields
- DON'T FORGET:** Make a copy of completed application form for your records. Be sure to click the "Print Form" button BEFORE you submit.